

# 2015 ROCK THE PARK CONCERT & MOVIE SERIES

## VENDOR APPLICATION

### JUNE – AUGUST

The City of Durham Parks and Recreation Department (DPR) present a series of outdoor concerts and movies to take place at various parks around Durham, NC.

We are seeking a variety of Mobile Food Units or Push Cart Peddlers to satisfy the needs of the attendees at the various parks.

#### **Concert and Movie Dates**

*Schedule is subject to additions and/or deletions.*

June 13	Concert at Duke Park	(6-8PM)
June 27	Movie at Durham Central Park	(8:30-10:30PM)
July 11	Concert at Rock Quarry Park	(6-8PM)
July 25	Movie at Durham Central Park	(8:30-10:30PM)
August 8	Concert at Forest Hills Park	(6-8PM)
August 22	Movie at Durham Central Park	(8:30-10:30PM)

#### **FOOD VENDOR SELECTION**

Vendors for the concerts and movies will be selected upon a first come first served basis with consideration for a variety of offerings. There will be no more than one or two food vendors at any specific event. Mobile food units or push cart peddlers are required.

#### **RENTAL SPACE REGULATIONS**

1. No Temporary Food Establishments (TFEs) are permitted.
2. Food and Beverage units will be provided a 20' x 20' space and all vendor equipment (e.g. displays, stands, tables, and supplies) must be contained within this dimension.
3. Application Fee per unit:

##### **Vendor Application Fee (non-refundable)**

City Resident Fee	\$25.00
Non-City Resident Fee	\$30.00

4. Spaces will be assigned by a DPR Event Coordinator prior to the event. The Event Coordinator will be on-site during setup to insure vendor is set-up as assigned.

#### **REQUIREMENTS**

Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

#### **INSURANCE**

- ☐ **EVENT INSURANCE:** The City of Durham requires all food vendors to obtain their own event insurance with combined single limit not less than \$1,000,000 per occurrence. An **original** insurance certificate must state the "CITY OF DURHAM" as additional certificate holder and must be included with this application.

## **INSPECTIONS**

- ❑ **HEALTH DEPARTMENT REQUIREMENTS:** It is the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800).

## **SET-UP/LOAD-IN AND BREAK-DOWN/EXIT**

### **Set-up/Load-In**

- Vendors must set-up/load in for events 1 ½ hours prior to the scheduled event start.
- All set-up/load-in must be completed and all vehicles must be removed from the area within 1 hour prior to the start of the event.
- Vendors are required to be ready to serve by the scheduled start time of the event.  
Example: for events beginning at 5:30 p.m., vendors must load-in between 4 p.m. and 4:30 p.m. into designated spaces and must have all vehicles removed by 4:30 p.m. All vendors are required to be ready to serve by 5:30 p.m.

### **Break-down/Exit**

- Vendors will only be allowed to break down and exit the event after the event site has been cleared and the coordinator has instructed vendors that they are free to retrieve their vehicle and proceed with breakdown.
- Vendors need to be prepared to stay throughout the duration of the concert or movie, including delays for rain.

## **UTILITIES, SOLID WASTE & CONSERVATION**

- The City of Durham will not provide electricity to vendors. Generators are permitted for electrical needs
- No water or sewer is provided.
- Trash receptacles and recycling containers are provided by the City of Durham.

## **RAIN PROCEDURE**

Vendors should be prepared in the case of light rain to cover your rental space with plastic covers. In the case of heavy rain or storms, the festival coordinator will consider and determine suspension or cancellation or relocation of the event. **REMINDER: Unless otherwise specified, the Rock the Park concerts and movies have no rain dates or rain locations!**

# 2015 ROCK THE PARK CONCERT & MOVIE SERIES FOOD VENDOR APPLICATION

[www.DPRPlayMore.org](http://www.DPRPlayMore.org)

Applications will be accepted during the hours of 9 a.m. until 5 p.m., Monday through Friday  
until two weeks prior to the event

**Return Application By Mail to:**

Durham Parks & Recreation  
Attn: Rock the Park Series  
101 City Hall Plaza  
Durham, NC 27701

or

**Return Application in Person:**

Parks and Recreation Department  
400 Cleveland Street  
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Tina Chavis,  
Special Events Coordinator, at 919-560-4355 or by email: [Tina.Chavis@durhamnc.gov](mailto:Tina.Chavis@durhamnc.gov)

***SPACE IS LIMITED!***

*To ensure variety, diversity and quality, event organizers will select food vendors who meet their needs, which can vary from event to event. Please provide detailed information to enhance your consideration for selection.*

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***Please write legibly***

Name\_\_\_\_\_

Business Name/Organization\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Telephone: Home\_\_\_\_\_Work\_\_\_\_\_Mobile\_\_\_\_\_

E-Mail Address\_\_\_\_\_

**DPR Food & Beverage Vendor Descriptions:**

Have you operated at another DPR (Durham Parks and Recreation) sponsored event? If yes, list event(s): \_\_\_\_\_

Through permits issued, you are considered a:

☐ Peddler- push cart

☐ Mobile Food Unit

☐ Other\_\_\_\_\_

**Menu items and prices:**

Item\_\_\_\_\_Price: \$\_\_\_\_\_

Item\_\_\_\_\_Price: \$\_\_\_\_\_

Item\_\_\_\_\_Price: \$\_\_\_\_\_

Item\_\_\_\_\_Price: \$\_\_\_\_\_

**Beverages:**

Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_

**RENTAL EQUIPMENT**

No rental equipment will be provided to the vendor. Vendor must provide all required equipment.

**OPERATOR NAMES**

Event staff and volunteers will not be allowed to oversee your booth at any time. Name(s) of Individual(s) that will be operating your rental space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*I hereby affirm that I understand that The City of Durham, nor its employees, volunteers or sponsors shall bear any responsibility for damage to or loss of my property at the event site. Furthermore, I release and hold harmless the City of Durham, its employees, contractors, volunteers and sponsors from any liability for personal injury or loss of life arising out of or relating to my participation in these events of the distribution of product and services. Furthermore, I have read and understand all the rules and regulations contained in the application form, I agree to comply with all event rules and regulations, and will support the City of Durham's efforts to reduce, reuse, and recycle.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DPR/Rock the Park Application: revised 12/2014

**For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_